IT Unit 3

Topic 2

# Ch. 3, Data Analytics: Drawing Conclusions, Part 2

**File naming strategies,**  p 144-146

1. What is the purpose of using effective file naming strategies?

**Formats**

1. What is meant by file naming formats?

* Is the format of files name and what can and can’t be written for a tile for a file

**Conventions**

1. What is the golden rule for conventions?

* Your file names should be **Short**, **Meaningful** and **Consistent**

1. Describe the following conventions:
   1. Characters

* This text only accept alphanumeric characters.
  1. Language
* The language use English, Chinese etc
  1. Case
* Lower or upper case, camel case
  1. Dates
* The date of an file
  1. Versions
* Version of a file which can be change to the last version if file gets corrupted
  1. Word choice and order
* The structure of names that begin with articles

**Organising and storing data,** p 146-152

1. Why is it important to organise and store your data in an organised way?

* It important to have organise data so it is easily accessible, when data is unorganised it may be difficult to find and data can be loss or damage which may lead to business issues among customers

**Hierarchies**

1. Explain how a hierarchical structure operates.

* Divide your major topics into subsections until no further division is possible or necessary

**The Cloud and file sharing**

1. What are the benefits of using the cloud to store your data?

* Physical room isn’t need for storage
* It can be access from any location with an internet source and a device

1. What is the SPOT strategy and why is this technique popular?

* It is keeping a master copy an document
* Removes the need to organise and track multiple versions of documents in different locations and at different stages of development
* It permits multiple users to work on the document

**Metadata, p 150**

1. Explain the term metadata by using an example.

* Metadata is data about data. E.g. a picture is a piece of data but when you right click and then click on properties it gives information about the image like last time the file was modified or its location on a device.

**Archiving**

1. What does archiving refer too?

* An archive file is a file that is composed of one or more computer files along with metadata. Archive files are used to collect multiple data files together into a single file for easier portability and storage, or simply to compress files to use less storage space.

1. What needs to be consider when archiving files?

**Synchronising files**

1. What are the advantages of data synchronisation?

* Making copies of an file across different devices the same without having to manually change the content of that file to make it the same as the current version of that file.